

District Court Courtroom Clerk

Job Post Deadline Date

Friday, October 23, 2020

External Job Posting Date

October 8, 2020

Salary

\$2853.61

Month

City of Job Vacancy

Omaha NE

County

Douglas

District

4

The Administrative Office of the Courts and Probation is accepting applications for a full time District Court Courtroom Clerk. Reporting directly to a Juvenile Court Judge, this is responsible courtroom work related to capturing and maintaining a verbatim record of court proceedings in juvenile cases and other matters of increased complexity. **Job duties:** Duties include entering case information in DOCKET, an enhancement of JUSTICE (the court case management system) of the Nebraska Court System used to capture the various parts of the proceeding that, when completed correctly, will generate Judge's Orders and other official court records, pleadings, and other actions. The navigation between screen selections is real time and fast paced. Verbal parts of the court hearing is not completed with a stenograph, the Courtroom Clerk is responsible for typing portions of Judge's decision in real time; checking and operating electronic recording equipment (computer application based) to record (official court record), log court proceedings; plays back sections of recordings for the judge or jury as requested; maintains automated logs of proceedings and actions; correlates such logged information with recorded data; marks and logs exhibits as they are accepted into the record; makes notations of witness or other participant appearances, behavior, as well as session times etc. to augment the audio record. Performs duties related to maintaining and storing court recordings; supervises signing in of witnesses; maintains courtroom supplies; and estimates cost of transcription services. (Position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.) **Knowledge, skills and abilities:** Ability to perform clerical functions using various office equipment, to accurately type in real time while monitoring a proceeding, to organize and work under pressure and get along with a variety of people. Knowledge of functions and maintenance of court recording equipment. Working knowledge of JUSTICE and DOCKET. Ability to navigate and select several navigation buttons and options in accordance and response to the type of case, Judge's direction, and other additional information presented during the proceeding; to understand the need for and to assist in promoting a proper and respectful atmosphere in the court room setting. SPECIAL NOTE: Prolonged sitting, standing, walking, and exposure to the pressure of fast paced courtroom activity and some late hours are possible.

REQUIREMENTS: High School graduation or equivalent PLUS have at least two years of courtroom clerk experience. Education above the high school level may be substituted for work experience on a year for year basis.

PREFERRED: Legal experience. Bilingual skills in English and Spanish .

OTHER: Successful completion of "on the job training" in JUSTICE (the statewide computer system) within six months of hire will be required. MUST demonstrate professional competence as defined in Nebraska Supreme Court Rules Relating to Court Reporting Personnel § 1-204 (E): 1) successful completion of training on use and maintenance of digital recording equipment; 2) ability to promptly diagnose and correct routine malfunctions; 3) proficiency in note taking and logging procedures; 4) knowledge of courtroom procedures and legal vocabulary; and 5) knowledge of the proper admission of exhibits to be included in the bill of exceptions.

Please visit **<https://statejobs.nebraska.gov>** to fill out the State application. The State of Nebraska complies with Nebraska's Veterans Preference Laws.
